

CONDITIONAL LICENSE IMPLEMENTATION CHECKLIST

Yes	No	
		The licensee has voluntarily surrendered current license. (Must physically hand over the original license document. A copy is not acceptable.) The original license must be surrendered at the beginning of the meeting. If not, adjourn the meeting immediately.
		The licensee has voluntarily withdrawn a license renewal application, if one has been filed. If not, adjourn the meeting immediately.
		The licensee and Regional Licensing Administrator have signed the CFS 596-14 , Conditional License Agreement.
		The licensing representative has given the licensee: <ul style="list-style-type: none">• a <u>copy</u> of signed Conditional License Agreement• a <u>copy</u> of the Corrective Plan containing a complete listing of substantiated violations• an application packet for a new License
		The licensing representative has prepared a monitoring schedule to monitor the Corrective Plan and placed it in the licensing record. Do not give monitoring schedule to Licensee or discuss contents!

Date: _____

Licensing Representative

Date: _____

Licensing Supervisor